



CITY OF LA QUINTA
CITY CLERK'S DEPARTMENT
78-495 Calle Tampico
La Quinta, CA 92253
TEL 760.777.7000 | FAX 760.777.7107

REQUEST FOR PUBLIC RECORDS

(COMPLETION OF THIS DOCUMENT IS REQUESTED TO FACILITATE RECORDS REQUESTS)

DATE: _____ PHONE: _____

NAME: _____ FAX: _____

COMPANY: _____

YOUR STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

I wish ☐ to view ☐ to pay for copies of the following records: **(please be specific and include address/property description, if applicable)**

Your request will be processed in compliance with the California Public Records Act, except with respect to public records exempt from disclosure. While it is the City's policy to respond to requests for public records as quickly as possible, the Public Records Act allows the City up to 10 days to determine whether the documents will be disclosed.

In accordance with City Council Resolution No. 2017-011, a fee of 10¢ per copy will be charged. The City shall make records promptly available for *inspection* during regular business hours; however, if a request to *inspect* records entails numerous files and/or documents, the City reserves the right to set a date and time when the records will be made available for inspection.

Official Use Only	
Statutory Date: _____	Department & Staff Member: _____
Staff Member/ Date Records Provided: _____	Copy Cost: _____
Notes: _____	

SUBMIT